

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Accounting Clerk (Rover)

<u>Revision Date:</u>	11/05
<u>EEO Function:</u>	Financial Admin.
<u>EEO Category:</u>	Administrative Support
<u>Status:</u>	Non-exempt
<u>Control No:</u>	30377

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Deputy Director, performs functions of cashiering, utility billing, accounts payable, and accounting where needed based on workload in each area.

III. Essential Duties:

CUSTOMER SERVICE

- Greets public at the counter and on the phone, and assists them with their requests.
- Provides Title Companies and homeowners with information regarding special assessments and water connection fees.

COLLECTIONS

- Notifies customers of NSF checks returned by bank through use of phone and/or door hanger.
- Writes collection letters as necessary and works with city attorney's office on uncollectible NSF and non-water utility items.
- Prepare utility billing adjustment cards for NSF fee.
- Maintain NSF file.
- Create NSF write-off list for approval signature.

SPECIAL ASSESSMENTS

- Provides quotations for Special Improvement District assessment to inquiring property owners.
- Creates bills on special assessments and send to property owners as required.
- Maintains files on backyard SID's and applying payments received.
- Maintains a master file by district for all recorded ordinances creating special improvement districts and outlining the terms for billing, collection, etc.

CASH HANDLING AND RELATED ACTIVITIES

- Processes daily payment transactions for water payments, building permits, development fees, special assessments, business license fees, night drop payments, ambulance, recreation etc. Monitors for accuracy and verifies appropriate contractor business licensing where required.
- Receives daily deposits and receipts for transactions from other city departments, and confirms accuracy (balances detail with deposit slips) and posts revenues to the cash receipt system.
- Makes daily deposit to the bank (requires drivers license and ability to drive).
- Prepares and documents check requests for petty cash reimbursements, etc..
- Prepare the "Daily Cash Summary Report". (Balances deposits to the days activity and verifies correct numerical sequence of submitted receipts. Researches any irregularities

and provides explanations for over and shorts. Reviews accuracy of postings to correct accounts, and carefully documents errors and corrections.

- Files and retains historical documentation for daily cash summary reports in accordance with the current Utah Municipal General Records Retention Schedule.
- Provide coverage when cashiering is under-staffed.

A/P AND PAYROLL CHECKS

- Disburses payroll checks and stubs in accordance with established policy and procedures.
- Disburses accounts payable checks to vendors and city departments in accordance with accompanying instructions. Assures that checks are distributed or picked up within one day.
- Performs payroll audits as required in conjunction with distribution of payroll checks and automatic deposit stubs.
- Maintains history files of payroll and accounts payable registers in accordance with the current Utah Municipal General Records Retention Schedule.(Part-time Cashier)

UTILITY BILLING

- Perform utility billing audits.
- Prepare door hangers for delinquent accounts.

ACCOUNTING

- Assist accounting and accounts payable with account balancing spreadsheets.
- Prepare monthly utility billing and cashiering scorecards.

IV. Marginal Duties:

- Maintains water letter file for all new subdivisions with unpaid development fees.
- Researches payment and accounting problems.
- Returns item adjustments on customer accounts.
- Picks up and distributes department mail.
- Maintains subdivision information about special fees and requirements for obtaining building permits.
- Coordinates control of treasurer's office hand receipts; maintains log in book sequence and numerical order, including person/dept. Responsible for each book and number sequence.
- As necessary, assists city treasurer in purging all historical records in accordance with the Utah Municipal General Records Retention Schedule.
- As necessary, picks up mailed utility payments from the Post Office and open mail for daily processing. Processes mailed utility payments, posts payments to customer accounts, and prepares daily mail bank deposit.
- Performs other duties as assigned.

V. Qualifications:

Education: High school diploma or its equivalent.

Experience: Must have at least one year job-related experience with demonstrated competence

Knowledge of: General office principles and procedures; correct English usage, spelling, arithmetic, and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; responsibility for the balancing of a cash drawer.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; outside contact with public presenting and obtaining data; occasional contact with upper-level managers on matters requiring explanations and discussions; must have excellent written and verbal communication skills

Tool, Machine, Equipment Operation: Requires regular use of a personal computer, printer & telephone; occasional use of a typewriter, 10-key, printer, copier, fax machine and telephone system.

Analytical Ability: Ability to follow written and oral instructions; establish effective working relationships with employees and the public; ability to prioritize tasks.

VI. Working Conditions:

Generally comfortable working conditions, confined to an office setting' moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with the public; constant hearing and seeing are required daily.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.